

Agenda

DSC Contract Management Committee

09:30 Wednesday 19 May 2021

via Microsoft Teams

(Please refer to your Microsoft Teams invite for the Teleconference details for this meeting)

Short notice items are in italics

** indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Minutes (21 April 2021)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2.	Covid-19 Update	CDSP (AS)	Information
3. Approvals			
3.1.	XRN5362 Changes to Service Description table v17	CDSP (JM)	Approval
3.2.	DSC Class 1 Supporting Document	CDSP (ER)	Approval
3.3.	Customer Relationship Survey	CDSP(JM)	Approval
4. Business Plan Updates			
4.1.	BP22	CDSP (JMc)	Information
5.	Retail Energy Code (REC) Update	CDSP (JMc)	Discussion
6. Class 1 Read Service			
6.1.	Modification 0710 Update	CDSP (ER)	Information
7. Monthly Contract Management Report			
7.1.	KPM Update*	CDSP (TBC)	Discussion
7.2.	Contract Metrics	CDSP (AC)	Information
7.3.	Xoserve Incident Summary	CDSP (NL)	Information
7.4.	Issue Management Updates	CDSP (MD)	Information
7.4.1.	Issue Management Dashboard	CDSP (MD)	Information
8.	Central Switching Service (CSS) Update	CDSP (EL)	Information
9.	Information Security Update	CDSP (NM)	Information
10.	Financial Information	CDSP (NS/JM)	Information
11.	Business Continuity Plan	CDSP (DS)	Information
12.	Contract Assurance Audit	CDSP (HH)	Information

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk/DSC-Contract

13. Key Committee Updates		
13.1. DSC Change Management Committee	CDSP (JR)	Information
14. Any Other Business		
14.1. CMS Rebuild Update	CDSP (JW)	Discussion
14.2. Retrospective and Proof of Concept Options *	CDSP (PO)	Discussion
14.3. VAT early termination fees and compensation payments	CDSP (JMc)	Information
14.4. Impact of Brexit	CDSP (JMc)	Information
14.5. User Rep Appointment Process	Chair	Information
15. Diary Planning	Chair	Information

Action Table (as of 21 April 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0201	17/02/21	1.6	PO to produce an options paper for the Retrospective and Proof of Concept project to be reviewed at the March DSC Change Management and Contract Management Committees. Update Post Meeting – an e-mail was sent to the CoMC on 19 March to conform that the Options Paper would be circulated no later than the 04 May and would be on the agenda at the CoMC in May	Xoserve (PO)	Carried Forward
0204	17/02/21	8	ER to review how service charge information can be included in the Annual Charging Statement.	Xoserve (ER)	Carried Forward
0401	21/04/21	1.7	<i>P2 UK Link File Processing incident</i> - Xoserve/Correla (NL) to provide a response on why processes allowed system files/transactions to be deleted	Xoserve / Correla (NL)	Pending
0402	21/04/21	9.0	<i>Central Switching Service (CSS)</i> – Xoserve / Correla (EL) to provide an update on the CR75 smart metering obligation analysis from a project stream perspective.	Xoserve / Correla (EL)	Pending